**Roles and Responsibilities - Expectations for Group Leaders**

Thank you for bringing your group on Retreat to Walsingham House, we are so grateful for your dedicated work for young people in our Diocese and we hope your day on retreat is a chance for you to relax too.

Please see below an outline for what we expect of you, as well as what you can expect from us.

With each group we insist that they are accompanied by a minimum of 2 Group Leaders who are 18+, ideally one male and one female.

All staff must be DBS checked (we assume this would be done via your school). We do not ask for DBS certificates to be presented on arrival at the house, but we insist that they must be DBS checked in line with Diocesan safeguarding structures.

Whilst your group is at the House, you are in Loco Parentis. At no point do we assume overall responsibility for any of your young people. When the group are with our Team Members, they will deal with any immediate incidents & emergencies, but we will usually defer to you to make decisions in relation to any incidents. We expect that group leaders supervise their young people in the House and grounds during breaks and lunchtime.

Please know you will always have support of our staff team in the event of any incidents, however it is much more likely that you will know your young people and their needs better than us. If you need any advice, please do not hesitate to contact us at any point.

**Please see below for some more information to help with your visit.**

**Lunch**Please ensure you and your young people bring a packed lunch. Tea/coffee and other refreshments are provided.

**Involvement**

From experience we have found that it is most rewarding for all, when group leaders are involved in prayer and whole group sessions. It offers both you and the young people you work with an opportunity to share the retreat experience together.

**Fire policy and procedure**

Our Team have been trained in fire marshalling and will escort any young people from the premises should the fire alarm be triggered while the young people are in a session.

**Alcohol, smoking and banned substances**

We do not permit any young people to drink or smoke on retreat. If any are found to have alcohol or banned substances on them, they will be confiscated and given to you as group leaders to take action as you see fit.

As group leaders you are free to smoke. We have a smoking area behind the office.

**Phones and Wifi**

We are happy for young people to have their phones on them and use them during breaks, we will discourage use in sessions, however if you’d prefer them not to be in use at all we will support that. If they continually use them while in session, we will ask for your support in enforcing this expectation. We do not provide young people with Wi-Fi, however we will provide you with this on arrival for your own use.

**Freedom**

The retreatants are free to explore our grounds and we encourage them, weather permitting, to get some fresh air outside. This comes with inherent risks (see our Risk Assessment) and we remind you that the retreatants remain in your direct care during break times. For younger groups we ask you supervise their time outside and we ask they remain on the main lawn area.

**Equality, diversity & inclusion**

We are a Catholic youth retreat centre and therefore rooted in the charism of the Catholic Church. However we know that there will be students of other religions and none within your schools coming on retreat. Please know that we welcome everyone to our House. It would be helpful to know in advance of any particular needs within your group. Disabled access is provided to the main House and Chapel.